



**OFFICE OF SECRETARY OF STATE**  
**CORPORATIONS DIVISION**  
 2 Martin Luther King Jr. Dr.  
 Suite 313 West Tower  
 Atlanta, Georgia 30334  
 (404) 656-2817

**SERVICE OF PROCESS, NOTICE, OR DEMAND**  
**ON THE SECRETARY OF STATE AS STATUTORY AGENT**

1. **Case Information.** The service of process being made relates to the following proceeding:

Style of Proceeding: \_\_\_\_\_  
 (e.g. name of the plaintiff vs. name of the defendant, or In the matter of..., etc.)

Civil Action No./File No.: \_\_\_\_\_

Court: \_\_\_\_\_  
 (The name of court the proceeding is pending in.)

2. **Statutory Authority.** Service is being made on the Secretary of State pursuant to the following Official Code of Georgia Annotated (“O.C.G.A.”) section:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> O.C.G.A. § 9-11-4(e)(1)* | <input type="checkbox"/> O.C.G.A. § 14-8-46(i)*    | <input type="checkbox"/> O.C.G.A. § 14-11-209(f)* |
| <input type="checkbox"/> O.C.G.A. § 14-2-1510(b)  | <input type="checkbox"/> O.C.G.A. § 14-8-50(c)     | <input type="checkbox"/> O.C.G.A. § 14-11-703(h)* |
| <input type="checkbox"/> O.C.G.A. § 14-2-1520(c)  | <input type="checkbox"/> O.C.G.A. § 14-8-52(d)     | <input type="checkbox"/> O.C.G.A. § 14-11-707(c)  |
| <input type="checkbox"/> O.C.G.A. § 14-2-1531(d)  | <input type="checkbox"/> O.C.G.A. § 14-9-104(g)*   | <input type="checkbox"/> O.C.G.A. § 14-11-709(d)  |
| <input type="checkbox"/> O.C.G.A. § 14-3-1510(b)  | <input type="checkbox"/> O.C.G.A. § 14-9-902.1(i)* | <input type="checkbox"/> O.C.G.A. § 40-12-2*      |
| <input type="checkbox"/> O.C.G.A. § 14-3-1520(c)  | <input type="checkbox"/> O.C.G.A. § 14-9-906       | <input type="checkbox"/> O.C.G.A. § 40-1-117      |
| <input type="checkbox"/> O.C.G.A. § 14-3-1531(d)  | <input type="checkbox"/> Other: O.C.G.A. _____     |   |

Note: Asterisk (\*) denotes that a certified writing or affidavit is required.

3. **Defendant Information.** Pursuant to the foregoing statutory authority, the Secretary of State is being served as statutory agent for:

Name of Business Entity or Individual: \_\_\_\_\_

Business Entity Control Number (if applicable): \_\_\_\_\_

The registered agent’s or defendant’s address where service forwarded to or sheriff attempted service:

\_\_\_\_\_  
 \_\_\_\_\_

4. **Filer’s Information.** Person requesting service and to whom the Certificate of Acknowledgment or rejection/deficiency notice is to be sent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## Instructions

Whenever by statute the Secretary of State is appointed or deemed to have been appointed the agent of any individual, corporation, limited partnership, limited liability company or other business entity (“defendant”) for the purpose of service of any process, notice, or demand (“process”), service on the Secretary of State shall be made by delivering or mailing a copy of the process for each defendant, any required certification or affidavit, and the payment of the requisite fee(s) to the Corporations Division of the Office of the Secretary of State. The party seeking service shall recite the statute or other authority pursuant to which process is being served on the Secretary of State. A fee of \$10.00 payable to “Georgia Secretary of State” for service on each defendant at each address must accompany the substituted service of process filing.

Section 1. If the requested service relates to a pending judicial or administrative proceeding, indicate the style of proceeding (i.e. plaintiff(s) versus defendant(s)) or the short style of the case (i.e. first plaintiff, et al. versus first defendant, et al.), the civil action number, and the name of the court.

Section 2. Choose the applicable Georgia statute under which the substituted service of process is being made on the Secretary of State. Only mark one box. If the applicable statutory authority is not listed, mark the “Other” box and specify the applicable statute. The following Code sections specify when the entities or individuals described below may be served through the Office of the Secretary of State:

O.C.G.A. § 9-11-4(e)(1)*	Domestic and foreign corporations registered with the Secretary of State.
O.C.G.A. § 14-2-1510(b)	Foreign profit corporations authorized to transact business in Georgia.
O.C.G.A. § 14-2-1520(c)	Foreign profit corporations that have withdrawn from transacting business in Georgia.
O.C.G.A. § 14-2-1531(d)	Foreign profit corporations whose certificate of authority has been revoked.
O.C.G.A. § 14-3-1510(b)	Foreign nonprofit corporations authorized to transact business in Georgia.
O.C.G.A. § 14-3-1520(c)	Foreign nonprofit corporations that have withdrawn from transacting business in Georgia.
O.C.G.A. § 14-3-1531(d)	Foreign nonprofit corporations whose certificate of authority has been revoked.
O.C.G.A. § 14-8-46(i)*	Foreign limited liability partnerships authorized to transact business in Georgia.
O.C.G.A. § 14-8-50(c)	Foreign limited liability partnerships that have withdrawn from transacting business in Georgia.
O.C.G.A. § 14-8-52(d)	Foreign limited liability partnerships whose certificate of authority has been revoked.
O.C.G.A. § 14-9-104(g)*	Domestic limited partnerships registered with the Secretary of State.
O.C.G.A. § 14-9-902.1(i)*	Foreign limited partnerships authorized to transact business in Georgia.
O.C.G.A. § 14-9-906	Foreign limited partnerships that have withdrawn from transacting business in Georgia.
O.C.G.A. § 14-11-209(f)*	Domestic limited liability companies registered with the Secretary of State.
O.C.G.A. § 14-11-703(h)*	Foreign limited liability companies authorized to transact business in Georgia.
O.C.G.A. § 14-11-707(c)	Foreign limited liability companies that have withdrawn from transacting business in Georgia.
O.C.G.A. § 14-11-709(d)	Foreign limited liability companies whose certificate of authority has been revoked.
O.C.G.A. § 40-12-2*	Nonresident motorist.
O.C.G.A. § 40-1-117	Nonresident motor carriers.

Note: Asterisk (\*) denotes that a certified writing or affidavit is required.

Section 3. Provide the name and address of the defendant who is being served through the Secretary of State. If two or more defendants are being so served, use a separate form for each defendant.

Section 4. Provide the name and address of the filer to which the Secretary of State will send either a Certificate of Acknowledgment if the filing is accepted or a notice explaining why the filing was rejected or found deficient.

Note: With the exception of filings made pursuant to O.C.G.A. § 40-1-117, the Secretary of State’s office merely accepts substituted service of process, and does not forward these filings to the designated defendant.

If the filer chooses to not use optional Form SOP-1, then filer must submit with the service of process filing a cover letter which includes substantially the same information as found on this form. Questions regarding the filing of substituted service of process should be directed to (404) 656-2817.